



AESDirect

Reduce Exporting Stress with AES



AESDirect/AESPcLink Beginners Workshop

Hofstra University
Netherlands Hall, Room 103
Hempstead, NY 11549

Thursday, September 23, 2004
One Session
1:30 PM – 5:00 PM

Enjoy the benefits of **FREE** electronic filing of your Shipper's Export Declarations (SEDs) via the Internet using *AESDirect* or its windows based desktop PC component, *AESPcLink*.

The Beginners workshop is for first time *AESDirect/AESPcLink* users and those who have used *AESDirect/AESPcLink* for 3 months or less. The workshop will include a quick overview of the Automated Export System and *AESDirect* followed by hands-on training and filing of sample SEDs via *AESPcLink*. (***You may bring samples of SEDs filed by your company for practice.***) We conclude the workshops with the Certification Quiz that gives a company full certification. Upon certification, you begin filing your SEDs electronically through *AESDirect*.

We prefer participants be familiar with using the PC and an Internet browser, be pre-registered and have an *AESDirect* user name and password prior to attending the training session. Please bring the user name and password to the session with you.

Participation Fee

Participation fee is \$40.00 per person, payable in advance by credit card only. No payments accepted at the door. For additional information and payment arrangement, please call our representative from the Automated Export System Branch at 1-800-549-0595.

STEP 1- Register for *AESDirect*

Log onto www.aesdirect.gov and register to receive your user name and password. (If you have already registered and have received a username and password, do not obtain another.)

STEP 2- Sign up for Workshop

Send an email to AESMEETING@census.gov. Include your name, telephone number, company name, address and whether you are an exporter or forwarding agent.

Directions: From Meadowbrook Pkwy take the Hempstead Tpk., Route 24 Westbound exit (M4W). Once on Hempstead Tpk. heading westbound, drive under two pedestrian covered walkways. One block after the second walkway turn right at the light onto Oak Street. After about half a block you will come to a light. Netherlands Hall is on the left. Parking is on the right off Oak Street. If problems, call (516) 463-7300.